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CENTRAL INTELLIGENCE AGENCY

17 August 1955

MEMORANDUM FOR THE INTELLIGENCE ADVISORY COMMITTEE

SUBJECT: Meeting Place of IAC

1. Until further notice, beginning with the meeting scheduled for 23 August, the IAC will meet in the Conference Room in the East Wing on the First Floor of the Administration Building. The entrance to this Conference Room is through Room 119.
2. A telephone with a separate line (Extension 3139) has been placed in Room 119 for the convenience of personnel attending IAC or IAC representatives meetings. A secretary will be available to assist during meetings or in making transportation arrangements.
3. To eliminate the present system of passing a roll for signature by those in attendance, we suggest that each member designate a staff officer who shall deposit with the secretary in attendance, on entering, a list of the individuals accompanying his principal. The list should indicate the security clearance of the individuals listed.
4. The new meeting place is somewhat smaller than have been the former meeting places. It may therefore be necessary, when the IAC has a long agenda, to ask some of the staff officers to wait in the anteroom until their agenda item is up for consideration.

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5. The Secretariat hopes that this change in arrangements will enable us to serve the Committee better. If you have suggestions for improvement, please pass them on.



PAUL A. BOREL
Secretary
Intelligence Advisory Committee

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